Reports To:

The **Technical Unit Coordinator** will report to **Executive Director**.

Direct Reports: Technical Unit

Job Overview:

The Technical Unit Coordinator will be stationed at the BSIF's Headquarters in Belmopan and is responsible for the efficient operations of the Technical Unit. He/she will coordinate the work of the Technical Unit to ensure that all projects presented to the SIF Board of Directors (BoD) are properly appraised, and that they conform to the policies established by the Fund.

Responsibilities and Duties:

- Collaborate with other managers to ensure the activities of the Technical Unit complement the efficient execution of BSIF's portfolio of projects.

- Determine the eligibility of project requests submitted to BSIF. Program and coordinate the appraisal of projects.

- Review all project appraisals presented by the Technical Unit to the BoD or the BNTF Oversight Entity (OE).

- Review all budgets, projections, and performance for projects executed by the Technical Unit.

- Prepare reports for the BoD, OE and Executive Director and other entities.

- Act as an intermediary to other organizations that submit project requests to the BSIF.

- Collect adequate information from government and other organizations concerning data necessary for the correct evaluation of projects.

- Supervise projects under implementation and external entities involved in projects (requesting organizations and contractors) as it relates to the Technical Unit.

- Be responsible for all projects in the execution stage as it relates to the Technical Unit.

- Review all projects after they have been contracted and are under implementation as it relates to the Technical Unit.

- Recommend project disbursements according to financial procedures established for payment of projects based on work performed as it relates to the Technical Unit.

- Review all changes in projects being implemented by the Technical Unit that may arise during implementation.

- Supervise and control all projects assigned to the Technical unit.

- Control and supervision of all institutions and external entities (requesting organizations-supervision-contractors) involved in projects being executed by the Technical Unit.

- Maintain consistent, complete, and orderly documentation on all projects executed by the Technical Unit.

- Review and maintain periodically the technical database (unit/cost) for its reliability.

- Evaluate and apply corrective measures for the proper execution of projects executed by the Technical Unit, in special cases submit to the Executive Director.

- Visit projects being implemented by the Technical Unit on a bi-monthly basis.

- Supervise all staff of the Technical Unit, monitoring their performance and professional conduct in carrying out the duties of the Unit.

- Hold regular meetings with the Technical Unit and other Units for experience interchange.

- Assume responsibility for the Fund's assets assigned to him/her for the execution of his/her duties.

- Perform any other duties required for the effective functioning of the organization.

Qualifications:
- A Bachelor's Degree in Civil Engineering or related field.

- Specialized in Project Management training would be an asset.

Preferred Experience:
- At least five years' experience in the preparation, appraisal, and supervision of civil works projects.
- At least four years' experience working with international funding agencies.

General Knowledge:

- The ability to demonstrate professionalism in fulfilling the requirements of the position.

- The ability to effectively manage one's time in a situation of competing demands to meet deadlines.

- The ability to supervise and monitor staff including conflict resolution.

- The ability to work on own initiative without direct supervision.

- Good command of the English language.

- Good written and verbal communication skills.

- Proficient in keyboarding, MS Word, MS Excel, MS Power Point, MS Publisher, MS Project, and ACAD.

- Excellent interpersonal skills.

- Positive attitude to get along with a high-performance team.